Commonwealth Green IT Standards and Practices
Commonwealth Office of Technology

Technology Category: Desktop Management	**Sub Category:** Desktop Computers
Responsible COT Organization/Person: COT Desktop Support	
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Standards and Recommendations by Lifecycle

Procurement and Contracting:

At a minimum, all desktop computers procured by Executive Branch agencies shall:

- Be Energy Star Compliant. For additional information regarding Energy Star compliance see: http://www.energystar.gov/
- Meet the gold certified standard of the Electronic Product Environmental Assessment Tool (EPEAT). For more information regarding EPEAT, see: http://www.epeat.net

Note: The standard Dell configuration recommended by the Commonwealth Office of Technology (Dell OptiPlex 755 Desktop – Quote # 441206434) is Energy Star compliant and is EPEAT gold certified.

Configuration and Deployment:

Due to security threats that require quick corrective action, workstation power should not be turned off during the work week. Many updates and software patches are pushed to each workstation by system administrators. However, all centrally managed desktop computers shall be configured (management script) to ensure that the monitor is powered down (***Turn off Display*** feature in NT & XT) after 10 minutes on all desktop computers.

Operations and Administration:

- As funding allows, conventional monitors should be replaced with flat-screen monitors. Flat-screen monitors are significantly more energy efficient than the older monitor technology.

- Commonwealth IT and desktop management organizations shall stay abreast of the latest Green IT industry standards and business practices and incorporate the latest proven tools/practices into the daily management of agency desktop computers.

Usage and User Practices:

Screen Savers shall not be used. The use of screen savers negates the "power down" feature for monitors and monitors consume more power than any single component of a desktop computer configuration.

Consumables: Read/Write CD' should be purchased rather than those that that can only be written to once.

Energy Utilization and Efficiency: See procurement recommendations above.

End-of-Life Recycling & Disposal:

Purchased Workstations - All Executive Branch end-of-life electronic equipment shall be documented as surplus and transported to the Division of Surplus Properties per established procedures issued by the Finance and Administration Cabinet. An eScrap contract has been established with a third party vendor to recycle all end-of-life computer, components and cables in an environmentally responsible manner.

Leased Workstations – The Commonwealth's primary supplier of desktop and laptop computer has implemented a "take back" program where all leased and purchased machines that reach end-of-life are recycled and disposed of by the vendor in and environmentally responsible way. Computers that reach this point are to be returned and agency leadership should emphasis that this new program should be used.

Future Direction: No recommendation at this time.

Architecture and Standards:
The standard Dell configuration recommended by the Commonwealth Office of Technology (Dell OptiPlex 755 Desktop – Quote # 441206434) is Energy Star compliant and is EPEAT gold certified.

Related References Links:
- For information regarding Energy Star compliance, see: http://www.energystar.gov/
- For information regarding EPEAT standards, see: http://www.epeat.net

Comments and Constraints: None at this time.